

# YOUTH SERVICES POLICY

<b>Title:</b> Asset Management <b>Next Annual Review Date:</b> 01/29/2010	<b>Type:</b> A. Administrative <b>Sub Type:</b> 3. Fiscal <b>Number:</b> A.3.1
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<b>References:</b> La. R.S. 39:321 through 39:332 "Division of Administration Property Control;" Division of Administration's State Property Control Regulations; ACA Standards 2-CO-1B-08 (Administration of Correctional Agencies); and 3-JTS-1B-13 (Juvenile Training Schools); YS Policy C.1.3 "Crimes Committed on the Grounds of YS Facilities/Office Buildings and/or Properties"	
<b>STATUS:</b> Approved	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 01/29/2009

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405.

## II. PURPOSE:

To establish the Deputy Secretary's policy governing accounting and asset management control.

## III. APPLICABILITY:

Undersecretary, Deputy Undersecretary, Assistant Secretary, Deputy Assistant Secretaries, Facility Directors, Regional Managers and all employees responsible for the proper accounting and control of state property.

## IV. DEFINITIONS:

**Unit Head** - Deputy Secretary, Undersecretary, Assistant Secretary, Deputy Assistant Secretaries, Facility Directors, and Regional Managers.

**YS Central Office** - Offices of the Deputy Secretary, Undersecretary, Assistant Secretary, Chief of Staff, Deputy Assistant Secretaries and their support staff.

## V. POLICY:

It is the Deputy Secretary's policy that all units shall follow established laws, policies and procedures to allow for the proper accounting and control of property, supplies and assets of YS.

Each unit shall comply with the provisions of La.R.S. 39:321 through 39:332 to ensure proper accounting and control of all state properties. The Division of Administration's State Property Control Regulations are the official promulgation of policies, procedures and regulations for accounting of movable property for all state agencies.

No property of any unit shall be sold, transferred or assigned to any other agency without prior approval of the Office of Management and Finance and without the written permission of the Commissioner of the Division of Administration on a prepared BF-11, State Property Transactions form.

The Office of Management and Finance is responsible for the overall supervision of property inventory and control throughout YS and shall make necessary visits and inspections to assure full compliance with state laws and regulations.

**VI. PROCEDURES:**

- A. Each Unit Head shall designate a Property Control Manager and Property Liaisons, who shall be responsible for reporting to the Property Control Manager any changes in the status of property located at the unit.
- B. All units shall make a complete annual inventory of its property as required by State Property Control Regulations. Property Liaisons shall assist the unit's Property Control Manager in conducting an annual physical inventory. Written statements shall be provided when requested, as to the nature and circumstances surrounding any discrepancies.
- C. The Office of Management and Finance shall be notified by the unit's Property Control Manager at least 30 days prior to the scheduled date of the annual inventory.
- D. Upon completion of the annual inventory, the unit's Property Control Manager shall make a report to the Office of Management and Finance.
- E. Whenever a Property Control Manager has knowledge or reason to believe that any property of the unit has been lost, stolen, destroyed or is otherwise unaccounted for, the Property Control Manager shall immediately file an Unusual Occurrence Report with the Unit Head. The incident shall be investigated and a local law enforcement agency notified as deemed appropriate. A final report shall be submitted to the Office of Management and Finance, who shall submit the report to the Deputy Secretary and to the Division of Administration.

- F. Supplies shall be inventoried as required by Unit Manual procedures. A completed copy of the quarterly and annual inventory reports must be submitted to the Office of Management and Finance, no later than 15 days following the end of the quarter or fiscal year respectively.
- G. Each facility's Property Control Manager shall make an annual inventory of staff houses in which state-owned property is contained and at such times as the houses are vacated.
- H. The Property Control Managers shall report property acquisitions to the Division of Administration, LA Property Assistance Agency, within 45 days of receipt.
- I. All reporting requirements outlined in Section I. Paragraph 110 of the State Property Control Regulations shall be adhered to.

**Previous Regulation/Policy Number:** A-03-001 / A.3.1

**Previous Effective Date:** 08/30/2001

**Attachments/References:**